

HUMAN RESOURCES SPECIALIST

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

To provide lead responsibility to HR and department staff in processing a variety of personnel forms to hire, promote, transfer and separate employees in the automated HR/Payroll system; to maintain the integrity of the employee data and the automated HR processes; to maintain a variety of data in the HR/Payroll system; and to perform a variety of technical tasks related to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the assigned Human Resources Manager.

Exercises functional and technical supervision over technical and clerical staff.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS--*Essential and other important responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Provide lead responsibility to other HR staff and department staff in processing a variety of personnel forms to hire, promote, transfer and separate employees in the automated HR/Payroll system.
2. Consult with personnel liaisons, supervisors and management staff regarding personnel actions and their adherence to contractual guidelines and other policies and procedures.
3. Oversee the employee records unit; assist departments in preparing documents to request personnel activity; upon receipt of documents, verify the information and locate missing information, confer with the originator regarding alternatives, if appropriate, verify calculations, obtain authorized signatures and key information into the HR/Payroll system; be knowledgeable of signatures required for various actions requested.
4. Review approved bargaining unit contracts and note system or process changes required to comply with contract provisions; develop and recommend solutions to management or the Oracle Change Control Committee; implement approved changes.
5. Process step increases for classified employees and merit increases for appointive employees using either a manual or an automated system process.

CITY OF LAS VEGAS
Human Resources Specialist (*continued*)

Essential Functions:

6. Maintain a wide variety of critical data in the system: current position information, including costing, funding and budget organization; current organizational hierarchy information; personal data, such as employee name, social security number, address, telephone number; employee data, such as work hours, probation or qualifying period, acting pay, service date and assignments.
7. Ensure that other functional areas are informed of employee actions when necessary, such as payroll, finance, purchasing and benefits.
8. Ensure that current applicable laws, regulations and contract requirements are met.
9. Maintain procedure manual and scripts for performing all required system functions.
10. Maintain knowledge of the system required to retrieve reports and other requested data for management.

Marginal Functions:

1. Perform related duties and responsibilities as required.
2. Prepare reports as required.

QUALIFICATIONS

Knowledge of:

Operations, services and activities of an automated human resource records management program.
Principles of lead supervision and training.
Modern office equipment, methods and computer equipment.
Advanced principles of arithmetic.
Business letter writing and report preparation.
English usage, spelling, grammar and punctuation.
Methods and techniques of record keeping and records management.
Pertinent federal, state and local laws, codes and regulations pertaining to human resource management and record keeping.

Ability to:

Lead, organize and review the work of staff.
Independently perform the most difficult tasks involved in processing employee actions and maintaining employee data.
Interpret, explain and enforce department policies and procedures.
Maintain confidential information and records.
Learn technical personnel policies and procedures applicable to the city.
Learn how employee processing interacts with payroll, finance, purchasing and benefit records and processing.

CITY OF LAS VEGAS
Human Resources Specialist (*continued*)

Ability to:

Learn to operate a complex, automated, PC-based HR/Payroll system.

Collect and compile information for a variety of reports.

Type at a speed necessary for acceptable job performance.

Work independently in the absence of supervision.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Maintain effective audio-visual discrimination and perception needed for:

- *Making observations*
- *Communicating with others*
- *Reading and writing.*

Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:

- *Operating assigned equipment*
- *Sitting for extended periods of time.*

Maintain mental capacity which allows the capability of:

- *Making sound decisions*
- *Demonstrating intellectual capabilities.*

Experience and Training Requirements

Experience:

Three years of increasingly responsible experience processing a wide range of employee actions in a human resources or personnel department of a large organization. One year of Oracle user experience is required. Experience with Oracle HR/Payroll is preferred. Experience in a union environment is desirable.

Training:

Equivalent to graduation from high school, supplemented by college level course work in human resources management, personnel, business administration or a related field.

WORKING CONDITIONS

Environmental Conditions:

Office environment; exposure to computer screens.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for sitting for prolonged periods of time.

ARB

REV 8/2/99

FLSA & City: nonexempt

CSB 8/11/99